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EXTRAORDINARY

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PART I—Section I

प्राधिकार से प्रकाशित

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation

MINISTRY OF COMMERCE

PUBLIC NOTICE

IMPORT TRADE CONTROL

New Delhi, the 2nd July 1965

SUBJECT:—*Procedure for submission of applications by actual users during April* 1965—*March* 1966.

No. 44-ITC(PN)/65.—The import policy for the period April 1965—March 1966 was announced on June, 30, 1965. The Red Book giving details about procedures and policies in respect of individual items will be published on the 15th July, 1965.

2. Actual Users who want to import raw materials, accessories, machineries, spare parts, etc., will have to apply to the licensing authority concerned through the sponsoring authority. The application forms for the purpose have been revised and are annexed (Annexure I). The procedure for submission of applications has been streamlined, and is contained in Annexure II. The last dates for submission of applications to the sponsoring authorities are given in Annexure III. Since there has been some delay in the announcement of the policy, the applicants may prepare the applications and submit them through their respective sponsoring authorities to the licensing authority.

ANNEXURE I

Application Forms

FORM 'C'

Licensing Period .....

Code No.....

SPECIAL FORM OF APPLICATION FOR IMPORT OF RAW-MATERIALS, COMPONENTS AND SPARE PARTS FOR CERTAIN SPECIFIED INDUSTRIES AND WELL AS OTHER INDUSTRIAL UNITS BORNE ON THE LIST OF THE DIRECTORATE GENERAL OF TECHNICAL DEVELOPMENT.

(This application should be submitted to the Chief Controller of Imports and Exports through the Directorate General of Technical Development. Only two copies should be submitted, of which one will be retained by the Director General of Technical Development and the other passed on to the Chief Controller of Imports and Exports).

Application for a licence for import of goods (other than those falling under the Capital Goods Licensing Procedure) *vide* Government of India, late Ministry of Commerce and Industry, Order No. 17/55, dated 7th December, 1955.

A. Particulars of applicant :

1. Name of the applicant : . . . .

2. Full Postal Address—

(*i*) House/Shop No. . . . .

(*ii*) Name of Street/Road . . . .

(*iii*) Name of Locality . . . .

(*iv*) Name of State . . . . . ——.....

3. Telegraphic Address. . . . .

4. Address of location of Factory . . . .

B. Particulars regarding Industrial Unit :

1 (*a*) Name of the Industry . . . .

(*b*) Name of product and the exact purpose for which the raw-material is required (Preferably the function served by the raw-material in the manufacture of the product should be explained) . . . .

2. Description of goods manufactured . .....

3. Production capacity separately for each store for which different raw-material are desired to be imported. . . . .

(*i*) Actual production in the last calendar year .....

NOTE : If there was st oppage of production for any period, indicate the duration of the period and the reasons therefor . .....

(*ii*) In the case of undertakings utilizing non-ferrous metals as raw-materials, indicate portion of the actual production mentioned against (*i*) above if any, achieved through assistance of raw materials/foreign exchange received from sources other than D.G.T.D. .....

5. Estimated production in the next calendar year . . . .

6. In the case of industrial undertakings intending to go into production for the first time or in the case of an existing industrial undertaking intending to go into substantial expansion of the production of existing article of manufacture, indicate

(*i*) Value of (*a*) Imported plant and machinery required. .....

(*b*) Indigenous plant and machinery required. .....

(*ii*) Value of letter of credit, if any opened for the import of plant and machinery and the date thereof . . . .

(*iii*) Value of orders pleaced, if any, for the purchase of indigenous plant and machinery. . . . .

(*iv*) Expected date of commencement of production/expansion of production of an existing article of manufacture . .....

7. Factory No. allotted by the Directorate General of Technical Development. . .....

C. Particulars of applications :

*1. Registration No. allotted to Income-tax Verification Certificate or exemption therefrom .....

2. Treasury Receipt No. and date (Treasury Receipt to be attached) . . . .

3. Licensing period in respect of which application is made. . . . .
(To be furnished in tabular form enclosed)

4. Particulars of raw-materials to be imported . .....

5. Particulars of licences issued and imports effected during the last 12 months . .....

6. Where shipment is to be effected from a country different from the country in which goods originated, full statement of the reasons for the same should be given. . .....

7. Is a letter of Authority desired If so, name of the Firm in whose favour it is desired . .....

(Documentary evidence to show that the indenting house concerned has agency agreement with the foreign suppliers and is authorised to accept contract on behalf of his principals should be enclosed.)

D. Spare-parts :—

CIF value of the spare-parts to be imported (list of spare-parts indicating the quantities required to be attached). . .....

*Applicants are required to obtain Income-tax Verification Certificates or Exemption Certificates from the Income-tax Officer of the circle, Ward or district where the applicant is assessed or assessable. These certificates can also be issued at Bombay and Calcutta by the Headquarters Inspecting Assistant Commissioner of Income-tax and at Madras and Delhi by the Inspecting Assistant Commissioner of Income-tax. These certificates are further required to be registered with the import trade control licensing authority and such registration Nos. should be quoted on the application of licences. For further procedural details please refer to the Note Ministry of Commerce and Industry Public Notice No. 32-ITC(PN)/55, dated 30th June, 1955.

E. General Information to be furnished :

1. Date of establishment of business in India . .....

2. Nature of the concern whether Public or Private Ltd., Partnership or Proprietary or Hindu undivided family concern . .....

3. Name of Directors, partners, Proprietor or Karta as the case may be. . .....

4. Details of branches or associated companies (Name and locations) .

(*i*) in India . . . .

(*ii*) Abroad . . . .

5. Has any application been already made by the applicant for goods falling under the same serial number or sub-item of serial number for the same period from any country in any category? If so, give details . .....

6. Have any branches or associated companies mentioned in (4) or any of the gentlemen named in (3) applied for an import licence for import of goods falling under the same serial number or sub-item of serial number for the same period? If so, give details . . . .

7. Is any Branch/Associate concern of applicant holding a quota certificate/E.I. licence for particular item/items covered by this application? If so, details of such quota certificates/Established Importer Licence may be given . . . .

8. Please state whether your industrial undertaking is registered or licensed under the Industries (Development and Regulation) Act, 1951. If so, quote the number and date of Registration certificate or the licence issued by late Ministry of Commerce & Industry and also indicate the name of scheduled Industry . .....

9. The Custom House where the import licence, if granted will be registered . .....

10. Full details of the enclosures attached with the application (Every copy of the document should be marked as a true copy and signed beneath by the applicant).

S. No.	Nature of the document

11. Are you a member of the Indian Standards Institution? .....

(1) I/We hereby declare that the goods for the import of which the application has been made are not meant for use in the manufacture of new articles for which a licence has not been obtained under Industries (Development and Regulations) Act, 1951.

(2) I/We hereby declare that if this licence is granted the goods will be utilised only for consumption as raw-materials or accessories in our factory and that no portion thereof will be sold to or permitted to be used by any other party.

(3) I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We fully understand that any licence granted to me/us on the basis of the statements furnished is liable to cancellatio·

in addition to any other penalty that the Government may impose having regard to the circumstances of the case, if it is found that any of the statements or facts therein are incorrect or false.

Date.....

Signature .....

Name in
Block Letters.....

Designation .....

Residential
Address .....

.....

NOTES

(1) Applicants are advised to read the licensing instructions for the current period carefully before filling up the Application Form for import licence.

(2) The information required against the various items in the form should be given legibly and completed in all details to avoid correspondence and delay in the disposal of applications. The licensing authorities have discretion to reject an application if the application is not complete in all respects.

(3) Documentary evidence is asked for should be sent along with the application.

(4) Any special reasons in support of the application, may, if necessary, be explained in a covering letter attached to the application.

(5) Application should be signed by the Proprietor, Partner or Managing Director of the firm or by any person duly authorised to sign any legal declaration on behalf of the firm. The position held by the persons signing the applications should be clearly stated.

(6) Any applicant supplying false or incorrect information will be liable to have his licence cancelled and in addition may be debarred from the grant of any import licence in future.

Serial No.	Full description of the raw materials should be given	I.T.C. No. and part.	Quantity (weight/ No./or other appropriate accounting unit)	Value (c.i.f.) in Rupees (Proforma invoice or other evidence from suppliers showing the correct c.i.f. value of goods to be produced)	Stocks (quantity) held by the applicant on the opening date of the import licensing policy period in which the import application is being made whether in his own godown, lying with the banks under the Produce Loans account or anywhere else	Expected arrivals (quantity) on the opening date of the import licensing policy period in which the application is being made against the licences in hand. (The information should include material to be received which might have been either in transit or ordered or yet to be ordered against the licences in hand)	Quantity consumed during the last three calendar years. (information to be furnished for each year separately).	Whether any application or request for enhancement of the quantity of same material applied for in the previous period is pending with Directorate General of Technical Development or C.C.I. and if so the details of the same	Country of shipment.	Remarks
1	2	3	4	5	6	7	8	9	10	11

Date .....

Signature .....
Name in Block Letters .....
Designation .....
Residential Address .....

FORM 'B'

Form of application for import of goods (other than those falling under the C.G. licensing procedure) by Actual Users who are not borne on the books of the Directorate General of Technical Development.

PART 1

(To be filled in by the applicant for use in the Licensing Office).

A. *Particulars of applicant.*

1. Name of the applicant.

2. Full Postal Address.

(i) House/Shop No.

(ii) Name of Street/Road.

(iii) Name of locality.

(iv) Name of State.

3. Telegraphic Address.

4. Address of location of factory.

B. *Particulars of application;*

1. Registration No. allotted to Income Tax Verification certificate or Exemption, therefrom.

2. Treasury Receipt No. and date Treasury Receipt to be attached in original).

3. Licensing period in respect of which application is made.

4. Where shipment is to be effected from a country different from the country in which the goods originated, full statement of reasons for the same should be given.

5. Is a letter of authority desired? If so, name of the firm in whose favour it is desired.

(NOTE.—Documentary evidence as required should be furnished).

C. *General Information to be furnished.*

1. Date of Establishment of business in India.

2. Nature of the concern, whether Public Company or Private Company, Partnership or Hindu undivided family concern.

3. Names of Directors, Partners, Proprietor or Karta as the case may be.

4. Details of branches or associated companies (Name and locations):—

(i) In India

(ii) Abroad.

5. Has any application been already made by the applicant for goods falling under the same S. No. or sub-item of Serial No. for the same period from any country in any category? If so, give details.

6. Have any branches or associate companies mentioned in (4) or any of the gentlemen named in (3) applied for an import licence for import of goods falling under the same serial number or sub-item of serial number for the same period?

7. Is any branch/associate concern of applicant holding an Established Importer quota for particular item/items covered by this application? If so, details of quota certificates/Established Importers licences may be given.

8. The Customs House where the import licence, if granted, will be registered.

9. Full details of the enclosures attached with the application. (Every copy of the document should be marked as a true copy and signed beneath by the applicant).

PART II

(To be filled in by the applicant for use by the sponsoring authority).

1. Name of the Industry and the purpose for which the materials/components are required.

2. Description of goods manufactured.

3. Production capacity.

4. Actual production in the preceding two years.

5. Estimated production in ensuing year.

6. Capital investment :

(i) Machinery and equipment (Details of machinery to be attached).

(ii) Land and buildings or rent of premises.

7. Registration No. allotted by the State Director of Industries.

8. Particulars of raw materials/components and spare parts to be imported :—

Item No. & I. T. C. S. No.	Quantity/Number	Value (*c.i.f.*).

9. Particulars of licences issued and imports effected during the last three periods.

Licensing period	No. and date and value of licence	Value (*c.i.f.*) of goods imported	Description of goods

10. Actual sales of the manufactured products during the preceding year.

11. Value of exports, if any, of the manufactured products, during the preceding year.

12. Stocks of raw materials/components/spares applied for, on the date of the commencement of the period, i.e. on 1st April :—

(i) Imported.

(ii) Alternate courses.

13. Expected arrivals of the goods applied for on the date of the commencement of the period against licences in hand.

14. Period for which stock and expected arrivals are to last.

15. Consumption of the imported material applied for during the 12 months :

Item	Quantity/Number.	Value

(1) I/We hereby declare that if this licence is granted, the goods will be utilised only for consumption as raw materials/components or accessories in our factory and that no portion thereof will be sold to or permitted to be used by any other party.

(2) I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We fully understand that any licence granted to me/us on the basis of the statement furnished is liable to cancellation, in addition to any other penalty that the Government may impose or any other action that may be taken

having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.

Date :

Signature———————————

Name in Block Letters ———————————

Designation———————————

Residential Address ———————————

PART III

(To be filled in by the sponsoring authority in duplicate).

1. Particulars of goods recommended.

Item & ITC Serial No.	Requirements in Quantity/ Number as per installed capacity	Requirements in value (*c.i.f.*) as per installed capacity	Quantity/ Number recommended for import	value (*c.i.f.*) recommended for import	End use
1	2	3	4*	5	6

2. (a) whether the applicant is a new or existing unit.

(b) If new unit, whether the industry is included in the List of banned Industries.

3. (a) whether the items recommended are licensable in consultation with D.G.T.D./D.C. (SSI) or any other technical authority.

(b) If so, whether the clearance from the concerned technical authority has been obtained. (The No. and date of the reference of the technical authority may be given).

*4. In the case of items available indigenously whether the applicant has produced evidence to show that indigenous manufacturer(s) are unable to supply.

5. In the case of items which are being imported by S.T.C. whether the S.T.C. have expressed their inability to supply the material. (The No. and date of their letter may be quoted).

Signature of sponsoring authority.

*This column should be filled in only wherever necessary in terms of the import policy in force.

ANNEXURE II

PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR IMPORT OF RAW MATERIALS, COMPONENTS AND SPARE PARTS BY ACTUAL USERS DURING APRIL 1965—MARCH 1966.

A. Scheduled industries borne on the register of the Director General Technical Development.

1. Actual users borne on the register of the Director General Technical Development for a particular industry should, in respect of goods required for that industry, apply to the Chief Controller of Imports & Exports, New Delhi through the Director General Technical Development (Import Cell) in the prescribed form (Form 'C') and within the prescribed last date. The applications should be made in duplicate accompanied by three copies of the list of items sought to be imported and a treasury/Bank receipt showing the payment of application fee on the value applied for.

2. An industrial undertaking should, for each industry handled by it, submit a consolidated application for licence covering its annual requirements in respect of raw materials, components and spare parts for the particular industry to which the application pertains, but excluding non-ferrous and ferrous metals for which separate applications are to be made. There should not be a separate application for spare parts including spare parts of machine tools.

B. Scheduled industries not borne on the register of the Director General Technical Development and non-scheduled industries other than small scale

3. Actual users who are (i) not borne on the register of the Director General Technical Development or (ii) borne on the register of the Director General Technical Development but not for the particular industry for which the application for licence is made, should submit their applications in the prescribed form (Form 'B') and within the prescribed last date. The applications should be made to the regional licensing authority concerned through the sponsoring authority concerned. It should be carefully noted that the system which was hitherto in force and under which the actual users were required to obtain essentiality certificates from the State Directors of Industries or other sponsoring authorities, has been dispensed with and the actual user will not be required to get essentiality certificate. The form of application which has been devised to itself an application-*cum*-recommendation form which should be submitted by the actual user to the sponsoring authority concerned after filling in Parts I & II of the form. The sponsoring authority will give his recommendation in Part III of the application form and will thereafter forward the application to the licensing authority concerned for necessary action.

4. The names of sponsoring authorities through whom the actual user is required to submit his application for licence are given in the enclosure to this Annexure. The application should be submitted in duplicate and accompanied by four copies of the list of items sought to be imported (i.e. two lists of items to be attached with each copy of the application) and treasury/Bank receipt showing the payment of application fee on the value applied for. The application should be a consolidated one covering annual requirements of the unit in respect of raw materials, components as also spare parts for the particular industry to which the application pertains but excluding non-ferrous and ferrous metals for which separate applications should be made wherever required and also excluding such of the items of raw materials/components as are licensable by the other licensing authority for which [illegible]ion should be made to the licensing authority concerned through [illegible] authority. There should not be a separate application for spar[illegible] spare parts of machine tools.

C. Small Scale Industries.

5. The actual users in the small scale sector should make a consolidated application for an import licence covering annual requirements of the unit in respect of raw materials, components and spare parts. No separate application should be made for spare parts including spare parts of machine tools. The application should be made to the licensing authority concerned through the sponsoring authority concerned, in the prescribed form (Form 'B') and within the last prescribed date. No separate application is required to be submitted to the sponsoring authority for obtaining an essentiality certificate. The prescribed form of application is itself an application-*cum*-recommendation form; the applicant should fill in parts I and II of the form and the sponsoring authority will give his recommendation in Part III of the form and will thereafter forward

same to the licensing authority concerned. The form of application given in Annexure I is only a model form in so far as small scale units are concerned and the sponsoring authorities may, if they so desire, make additions in Part II of the form. The actual users should, therefore, contact the sponsoring authority concerned before making the application in the prescribed form.

6. The sponsoring authority in the case of small scale industrial units is the respective State Director of Industries except that in the case of Textile Engineering Industries, pharmaceutical industries, handloom industries, fishery industries and fruits and vegetable Preservation industry, the sponsoroing authorities are the Textile Commissioner, Bombay, the State Drug Control authorities, the State Directors of Handloom, the State Directors of Fisheries and the Director of Marketing & Inspection, Ministry of Food & Agriculture, Government of India, Nagpur respectively.

7. The licensing authority concerned in the case of small scale industrial units will be the regional licensing authority in whose territorial jurisdiction the factory of the actual user is located irrespective of the fact whether the licensing in respect of any item applied for is centralised with any particular licensing authority. The licences for import from rupee payment area to the small scale units will also be issued by the concerned regional licensing authority on receipt of the applications through the sponsoring authority concerned with his recommendation. However, in the case of textile engineering industries in the small scale sector, the licensing authority will be the Joint Chief Controller of Imports & Exports, Bombay.

ENCLOSURE TO ANNEXURE II.

Names of sponsoring authorities

Industry	Sponsoring authority
(*a*) Textile, Industry, other than jute-hemp and silk and Textile Engineering Industry.	Textile Commissioner, Bombay.
(*b*) Tea Industry	Chairman, Tea Board, Calcutta.
(*c*) Coffee Industry	Chairman, Indian Coffee Board.
(*d*) Sugar Industry	Director (Sugar Technical) Directorate of Sugar and Vanaspati, Ministry of Food and Agriculture, New Delhi.
(*e*) Rubber Estate	Chairman, Indian Rubber Board, Kottayam.
(*f*) Petroleum Industry	Ministry of Petroleum and Chemicals, New Delhi.
(*g*) Producers of iron and steel and re-rolling mills, excluding re-rolling mills etc. which do not require the permission of Iron and Steel Controller as per Government of India former Ministry of Steel, Mines and Fuel) (Deptt. of Iron and Steel) Notification No. SC (A)I (28)/59, dated the 4th June, 1960.	Iron and Steel Controller, Calcutta.
(*h*) Collieries	Coal Controller, Calcutta.
(*i*) Electricity undertakings	Central Water and power-Commission (Power Wing) Government of India, Bikaner House, Shahjahan Road, New Delhi.
(j) Silk Industry	Central Silk Board.
(*k*) Handloom Industry	State Directors of Handlooms
(l) Vanaspati Industry	Chief Director, Directorate of Sugar and Vanaspati, Ministry of Food and Agricul ure New Delhi.
(*m*) Coir Industry	Chairman, Coir Board, Ernakulam.

Industry	Sponsoring authority
(n) Shipping Industry/Shipping Companies (In respect of sea going vessels). The requirements in respect of inland steam and motor vessels will be certified by the Principal Officer, Mercantile Marine Department of the area concerned.	Director General of Shipping, Bombay.
(o) Fruits and Vegetable preservation Industry including Cold Storages.	Directorate of Marketing and Inspection, Ministry of Food and Agriculture, Department of Agriculture, Nagpur.
(p) Jute and Rope Industry	Jute Commissioner, Calcutta.
(q) Mines other than Collieries	Director, Indian Bureau of Mines, Nagpnur.
(r) Canning, freezing and other Fishery industries.	State Director of Fisheries.
(s) Pharmaceutical Industry	State Drugs Control authorities [as given in Appendix (10) to this book].
(t) Salt Industry in the private sector	Salt Commissioner, Jaipur.
(u) Narcotic Drugs	Narcotic Commissioner.
(v) Industries other than those mentioned above.	Industries Commissioner or the State Director of Industries, as the case may be, of the State where the factory is located.

ANNEXURE III

LAST DATES FOR SUBMISSION OF APPLICATIONS BY ACTUAL USERS

Actual users should submit their applications for raw materials, components and spare parts on or before the dates specified below:—

(i) Scheduled industries borne on the registers of Director General Technical Development.	15th August, 1965.
(ii) Scheduled industries not borne on the registers of Director General Technical Development and non-scheduled industries other than small scale.	15th September, 1965.
(iii) Small scale industries	15th August, 1965.

2. The applications for import of machinery and equipment will be entertained as and when received.

P. SABANAYAGAM,
Chief Controller of Imports & Exports.

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